



TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

 Town Manager's Office

Rud Bentley
 Interim Assistant Town Manager

Commission Meeting Dates	Last date to turn in to Town Clerk's Office	Commission Meeting Dates	Last date to turn in to Town Clerk's Office	Commission Meeting Dates	Last date to turn in to Town Clerk's Office
<input type="checkbox"/> May 25, 2010	May 14 (5:00 p.m.)	<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<input type="checkbox"/> Aug 24, 2010*	Aug 13 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00 p.m.)
<input type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input checked="" type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00 p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (5:00 p.m.)	<input type="checkbox"/> Sep 27, 2010	Sept 17 (5:00 p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00 p.m.)
		<input type="checkbox"/> Oct 12, 2010	Oct 1 (5:00 p.m.)		

* Subject to change

**NATURE OF
AGENDA ITEM**

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Old Business |
| <input type="checkbox"/> Reports | <input type="checkbox"/> Resolution | <input type="checkbox"/> New Business |
| <input checked="" type="checkbox"/> Consent Agenda | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Other |

SUBJECT: Special Event Permit for Christmas By-The-Sea

EXPLANATION: The Christmas-By-The-Sea special event is produced by the LBTS Chamber, Aruba, Village Grille, 101 Ocean and Athena and is proposed to be held on December 8, 2010. The event is held between 5 pm and 9 pm.

The special event application is attached (Exhibit 1). The following requests are included in the application. The numbers refer to the section number in the application.

12. Street Closures – including a parade on Commercial Blvd.
15. Parking. Free Parking Town-wide from 1:00 pm to midnight and the waiver of the fees normally paid by the event producers for parking. Approve parking on the inside lane of El Mar from 1:00 pm to midnight.
Note: Please see staff recommendation regarding parking.
17. Animals. Yes – pony rides using the El Mar Parking Lot as the staging area.
18. Sound System. Amplified sound system and live music
27. Alcohol. Four of the co-producers will be selling alcohol in the event area.

Section 17-116 of the Town Code requires the following information be provided to the Commission:

1. Sponsorship requested: Town to provide \$2,500 cash as a sponsor, plus waive parking fees for 11 hours on December 8th and
2. Benefit to Town. The Producers statement of benefit is on page 8 of their application.

3. Projection of Net Revenues. The Total Cost of Event, Lost Town Revenues and Additional Expenses.

The Chamber advises:	Event Budget	\$7,375
	Revenue:	
	Income	\$3,600
	Town Contribution	\$2,500
	Chamber Contribution	<u>\$1,275 (Balance)</u>
	Total Revenue	\$7,375

As the event producer, the Chamber will cover any deficiency in revenues. Based on past years, the Chamber does not project revenues will exceed expenses.

STAFF RECOMMENDATION: Approve the special event application and Town's \$2,500 sponsorship of the event. Approve the parking on El Mar as requested until midnight. Free parking town-wide as requested is not recommended given 1) the Town's financial constraints, 2) it is not common practice in other cities, and 3) it is not necessary to provide free parking to attract attendees. We will be judicial in our enforcement of overtime violations at meters. If the Commission agrees with staff recommendation, the Chamber would not advertise that there is free parking for the event.

The Code provides that the Commission's approval shall state that funds for the sponsorship of this event are included in the FY11 Budget in the Recreation Department's Budget. The proposed budget actually includes \$5,000 for this event.

Staff recommends the following conditions be incorporated into the Commission's approval.

1. Bathroom facilities (temporary facilities or within the building) shall be provided to meet Broward County requirements, which for the projected 365 participants is 8 portables.
Calculation: assuming the attendees are 50% Male and 50% Female: 1 portable per every 75 for Males = 3 portables, and 1 portable per every 40 for Females = 5 portables for a total of 8 portables.
The application states 3 additional restrooms will be provided, which is not sufficient for the projected number of attendees. The facilities allocated must not be the required facilities for the primary use of the existing establishment. The event producers may be able to use facilities at local business that are above their required number.
2. Applicants selling alcohol shall provide certificates of insurance or binders establishing proof of coverage with a minimum coverage of \$1,000,000 per occurrence and shall name the Town as an additional insured. All licenses and certificate of insurance shall be provided no later than November 8, 2010.
3. Permit for the sale of alcohol from all businesses that will be serving within the event area shall be provided no later than November 8, 2010.
4. As determined by the Director of Municipal Services, provide additional waste receptacles within the event site and within one block outside the event site (extended event area). At the end of the event, the event producers shall remove the additional waste receptacles and empty the Town's waste receptacles within the extended event area.
5. Applicant must maintain one (1) 2A type fire extinguisher at stage area.
6. Provide copies of all licenses and insurance for vendors.
7. Provide copies of all contracts with the pony ride company, mechanical entertainment or amusement devices vendors. (Section 17.113(3))

8. Indicate that stage will only be for employees. Cover and secure all electrical cords to stage, and keep the area free of hazards.
9. Any State permits, licenses, or approvals must be obtained.
10. Signs must not be placed within the sight triangle.
11. Provide the number of detail police officers determined by the Police Chief.
12. State on the event parking signs on El Mar the ending time for parking on El Mar.
13. The Town Manager may suspend permission for this event, or the on-site Town representative may terminate the event due to applicant not complying with the terms and conditions of the Town's event permit or for health or safety reasons, such as crowds that exceed the capacity of the event site.
14. Each event sponsor shall execute an indemnity and hold harmless certificate in favor of the Town in a form approved by the Town Attorney. Section 17-1133.(7).
15. In the event that insurance certificates, licenses and other material requirements are not provided by the required dates, the approval for this event shall expire unless the Town Manager finds there are extenuating circumstances that the event sponsors have cured or can immediately cure without compromising the health, welfare and safety of the citizens of the Town of Lauderdale-By-The-Sea those that may attend the event and without increasing the cost of administration by the Town.
16. The Town's sponsorship is conditional on the funds being included in the FY11 Adoption Budget.

BOARD/COMMITTEE RECOMMENDATION: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS: The Town's contribution for this event is included in the FY11 Recommended Budget. Condition number 16 above puts the Chamber on notice that the Town's contribution is conditional on those funds being included in the FY11 Adopted Budget.

☒ Amount \$2,500

☒ Acct No. 001.572.000.500.495

Town Attorney review required

☐ Yes ☒ No

Town Manager's Initials: DA

Attachments

The Town of Lauderdale-By-The-Sea
Special Event Application



SPECIAL EVENTS APPLICATION

This completed application must be submitted 60 days prior to the date of the event together with a \$100 application fee to: Assistant Town Manager, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610.

This application is available on the Town website at www.lauderdalebythesea-fl.gov.

Questions: Phone: 954-776-3611 or email ATM@lauderdalebythesea-fl.gov

Special events are approved by the Town Commission. The Special Event Permit will state all of the conditions that shall be met for the event to be held. The applicant shall be responsible for securing and paying for all licenses, and permits required by any governmental agency having jurisdiction, providing the Town evidence of all required insurances, and providing evidence of organization and/or charity.

- Name of event: Christmas by the Sea
- Day and date of event: Wednesday Dec. 8 New event ☐ Returning event ☒
- Location where event will be held: Pelican Square
- Description of Event: Parade, Tree lighting, Santas Village
- Name and address of sponsor or hosting organization: _____
LATS Chamber, Aruba, Village Grille,
101 Ocean + Athens
- Name(s) of local contact person(s) who will be present each day of the event:
Dave Gadsby Paul Novak Judy Swaggerty
Mailing address: 4201 Ocean LATS 33308
Daytime phone: 776-1000 Evening phone: _____
Mobile phone: Paul 813-7510
Dave 695-2957
Judy 296-5583
Email: info@lats.com Fax: 769-1560
- What is the actual beginning and ending time of the event? 5:00 - 9:00
Start of set-up time? 1:30 End of tear-down time? 11:00
- What type of audience is the event planned for? Families
- How many participants do you anticipate? 50 spectators? 300 adult volunteers? 15
- Are there fees for the participants or spectators? NO Will fees be collected on-site? NO

The Town of Lauderdale-By-The-Sea
Special Event Application

DETAILED SITE PLAN (required)

11. A detailed site plan must be included with the application. Draw a plan on page 6 or attach separately to this application. Identify any street closures or public parking areas affected. Briefly describe the proposed route for parades, runs, walks, etc and include route on detailed site plan.

See attached

STREET CLOSURES

12. Are you requesting that any public streets be closed for the event? Yes X No _____

If yes, indicate the streets and blocks and times the closure is requested:

See attached

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage.

13. Please list your traffic control contractor, if applicable: BSO

VEHICLE LOADING/UNLOADING

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? yes

If yes, please indicate the location and times loading and unloading would occur:

Around Christmas tree

PARKING

Include detailed site plan indicating how on and off street parking will be accommodated. Information on signage must include location, colors, size and number of signs. Indicate signage to be placed in any right of way that directs traffic to the event and their approximate size. If you are requesting that vehicles be permitted to drive or park on Town property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Applicant shall be responsible for restoration of any damage to Town property.

Town wide free parking + parking along
Elmer Drive

15. Are you requesting use of Town parking meter spaces for the event? Yes X No _____

If yes, provide the meter numbers on the site plan and purpose for which they will be used.

Town Wide

Unless the parking meter fees are waived by the Town Commission, all fees must be paid at the beginning of the month of the event.

The Town of Lauderdale-By-The-Sea
Special Event Application

SIGNAGE

Will signs be erected for the event? Yes X No Number of signs Size sq.ft.
Location of signs See Attached
Locate signs on detailed site plan.

OFF DUTY POLICE/CODE COMPLIANCE OFFICERS

Off duty police officers are required for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Applicant is responsible for additional code compliance officers to ensure compliance with Town codes

16. Do you anticipate hiring off duty police/code compliance officers for your event? Yes X No

ANIMALS

17. Any exhibition or similar undertaking in which animals are required to participate in performances for the amusement or entertainment of an audience is subject to Town Commission approval. Are animals included in your event? Yes X No Pony Rides

SOUND SYSTEMS

18. Request to use amplified sound on public property-the following is requested:
X Amplified sound/speaker system X Live music Recorded music

CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant.

19. Please name the contractor or organization, including phone number who is responsible for:

Clean up of the event site: Chamber of Commerce
Removal of trash from the event site: Choice

TOWN UTILITIES

Electrical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. Indicate generators and fuel storage locations on the detailed site plan.

20. Will the event require the following on public property?
X Electrical power-Describe use: Pelican Square Light Pole Outlets
 Water - Describe use: N/A

The Town of Lauderdale-By-The-Sea
Special Event Application

VEHICLES ON PARK GROUNDS

21. Vehicles are not allowed to drive or park randomly on the turf of Town property or park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across them.

RESTROOMS (refer to item #9)

22. Will additional restroom facilities be brought to the event site? X If yes, how many? 3

A Broward County permit is required for portable toilets. The number of portable toilets required for events with fewer than 1500 participants is as follows: 1 toilet per 75 males, 1 per 40 females. Ratio of male to female is 50/50. Separate male and female handicap accessible restrooms are required. Business locations that exceed the required # of restroom facilities may count the extra facilities toward calculating the total number required. For additional information, please contact the Building Department at 954-492-1830.

TENTS/CANOPIES/STAGES

Tents, canopies (larger than 120 sq.ft. or multiple tents without separation) and stages require a Broward County Permit, contact Broward County.

23. Please indicate if any of the following will be assembled at the event and locate on the site plan.

 Tent (size: x) Canopy (size x) X Stages Bleachers

The use of tents requires a review by the LBTS Fire Marshal, with approval labels attached to the tents and canopies. Tents are generally defined as temporary structures having two or more sidewalls or drops. Rental agencies must provide documentation of the flame spread labeling for submittal with application. Stages and bleachers must include product approvals that are supplied by the manufacturer.

FIREWORKS (Fireworks require a separate permit approval process and application)

24. Are you requesting approval to discharge fireworks at the event? Yes No X

FOOD

25. Will food be served at the event? Yes No X If yes, is the food provided:

Free of charge Available for purchase Non-Profit For profit

Please list the types of food you are serving:

Cooking Equipment: Fryers? Charcoal Grills? Propane Grills? Concession trailers?
Open fires? Warmers? Sterno? Smokers? Hoods? Refrigerators?

Are you requesting approval to offer other items for sale at the event? Yes No X

List other items

EVENT CONTRACTOR

26. Please name your event contractor, if applicable: A/a

The Town of Lauderdale-By-The-Sea
Special Event Application

ALCOHOL

27. Are you requesting that alcohol be served or sold at the event? NO *Chamber is not*

If yes, please provide copy of appropriate State license.

4 of the producers propose selling

PERMISSION OF THE PROPERTY OWNER

28. An event held on property that is not owned by the applicant requires the permission of the property owner. Include a notarized affidavit in the permit submittal including the beginning and ending dates.

RIDES (rides may require a State of Florida inspection)

29. Are rides to be included in the event? Yes X No

Types: Mechanical/Electrical Inflatable (bounce house etc.) Manual (slides, trampolines)

Include a copy of the contract(s) with any provider of rides, mechanical devices and amusements.

See attached

FIREWATCH

30. If determined in the review of the application, the applicant must provide for a fire watch and/or an EMS Crew during the event. Large events or those using combustible materials may require qualified stand-by personnel and the appropriate equipment.

LICENSES

31. Copies of State and County licenses for vendors and contractors, as required.

INDEMNIFICATION

32. Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event Area, and arising from the use of the Town property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as set forth above.

Applicant shall save the Town harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

The Town of Lauderdale-By-the-Sea
Special Event Application

STATEMENT OF BENEFIT

33. If the applicant is seeking sponsorship/co-sponsorship from the Town of Lauderdale-by-the-Sea, a Statement of Benefit is required by Town Code and must be submitted with application.

1. \$2,500 CASH
 2. waiver of parking fees
 3. Town staff help in set-up
- SEE ITEM 5 ON PAGE 3. 333

Insurance Certificates or Binders establishing proof of coverage of general liability insurance listing the Town of Lauderdale-By-The-Sea as additionally insured must be provided for permit to be issued.

An approved form of a certificate of liability insurance must be received 30 days prior to the event date.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application is not permission to violate any laws, ordinances or statutes. The Sheriff's Department has the authority, in the interest of the public welfare, safety, or order to terminate the event without notice. Additions and/or revisions to this application shall be submitted in writing.

The Applicant shall keep safety inspection and financial records of the event sufficient to document all revenues generated by the event. These records shall be open for audit by the Town in the event the Town acts as sponsor or co-sponsor of the event.

Judy Swagerty
Applicant's Signature (required)

7/7/10 Date

Judy Swagerty
Applicant's Printed Name and Title/Organization
Executive Director

776-1000
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,
by Judy Swagerty (who is personally known to me/provided identification and who did/did not take an oath: _____) as _____

My Commission Expires:

Veronica Pietromuto
Notary Public, State of Florida

NOTARY PUBLIC, STATE OF FLORIDA
Veronica Pietromuto
Commission #DD685393
Expires: JUNE 13, 2011
BONDED BY: ATLANTIC BONDING CO., INC.

Christmas by the Sea
A Holiday Celebration in Lauderdale-By-The-Sea
Wednesday, December 8, 2010
5:00pm – 9:00pm

AN EVENING OF CHRISTMAS MUSIC, CHOIRS, HAND BELLS, PICTURES
WITH SANTA, SNOW AND MUCH MORE.

Special event permit:

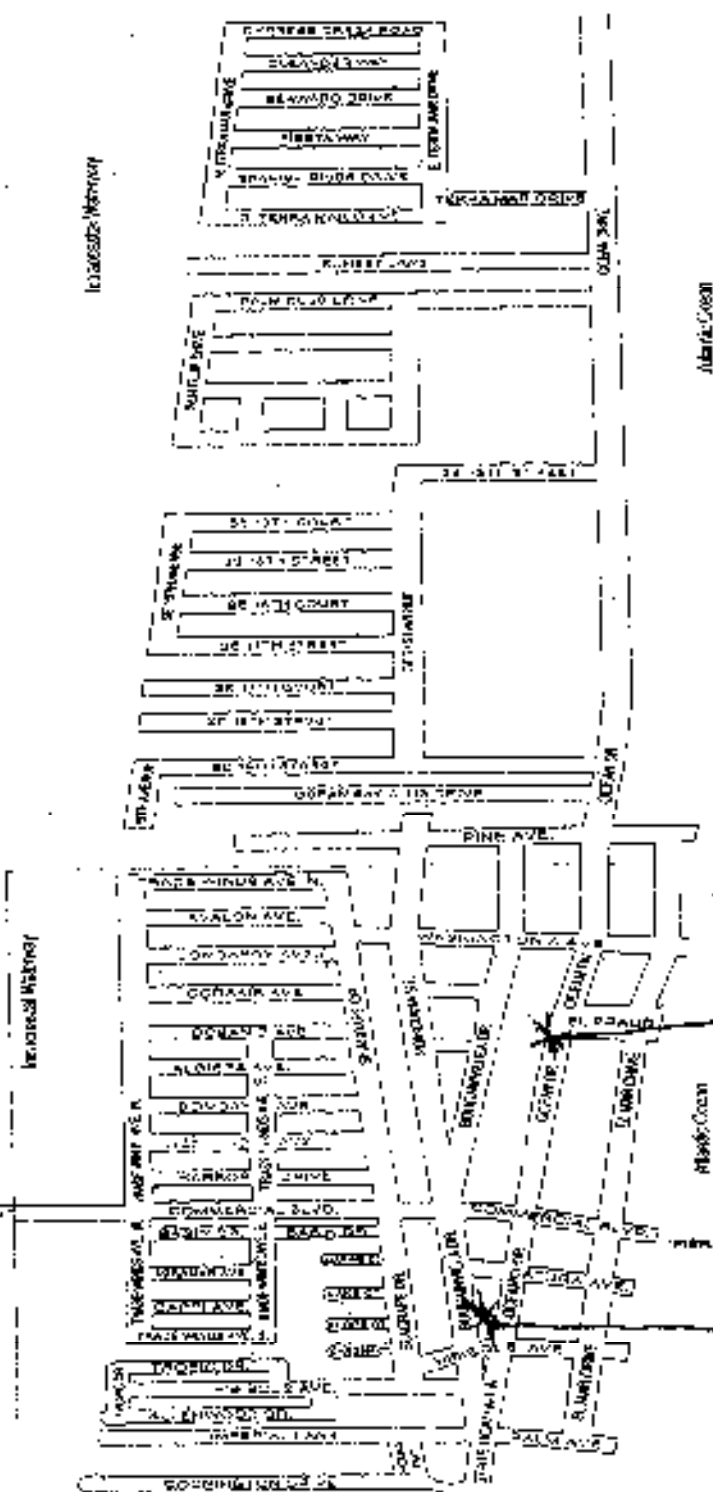
The Chamber of Commerce is asking for Town approval to have our annual Christmas by the Sea celebration December 8, 2010. Our plans include the following.

1.
 - a. Waive parking meters Town wide from 1:00 pm until midnight
 - b. Allow parking on El Mar Drive – north and south of Commercial Blvd.
Chamber will put up the No Parking on Grass signs.
 - c. Close Commercial Blvd east of A1A to beach at 1:30 pm
 - d. Close El Mar Drive from the first turn around north of the north alleyway, to the south ally way, extend the closing of the north bound lane to Datura Ave at 1:30
 - e. To have a Christmas Parade forming on East Tradewinds south to travel east on Commercial Blvd to El Mar Drive starting 5:30 pm
 - f. Waive Sign ordinance with regard to Christmas decorations for the month of December
 - g. Allow pony rides from 6:00-8:00 pm on El Mar Drive from El Mar Municipal Parking Lot north to Washington Ave and back to Municipal Parking Lot
 - h. One week in advance, place BSO Electronic Board announcing event
 - i. Erect the Christmas tree at Pelican Square the last week of November
 - j. Allow Banner in front of Chamber facing south on A1A
 - k. The Chamber will not be selling any liquor. The Village Grille, Aruba, 101 Ocean and Athena will be serving it at the tables outside.

2. The co-applicants for the event will be Aruba, Village Grille, 101 Ocean and Athena. As soon as I receive a copy of their license extensions permitting them to sell alcohol outside of their licensed premise I will send to you.
3. The Christmas tree will be erected by Brandano Displays which was part of our contract from last year.
4. There will be 2 snow machines in the Christmas tree and 2 on the roof of the Village Grille.
5. Benefit Statement: This event has become a tradition in our town. It draws people into our area and enhances business accordingly. All of the restaurants and local shops benefit in that the event is held during the week and brings additional business on a night that would usually be quiet. It helps all of the wait-staff in these local establishments as they can rely on an evening that helps them financially. It helps create a residual effect in bringing people back into our town long after the event is held. Many of our tourists look forward to this event and in turn tell people from their home towns which encourages other people to seek out LBTS as their vacation destination. The Chamber requesting a donation of \$2,500 funding from the Town.

Lauderdale-By-The-Sea

3/30/1945 (2.1)



Chamber
Sign
4x6 on
2 posts

Town Hall
Sign
4x6 on
2 posts

Abstract

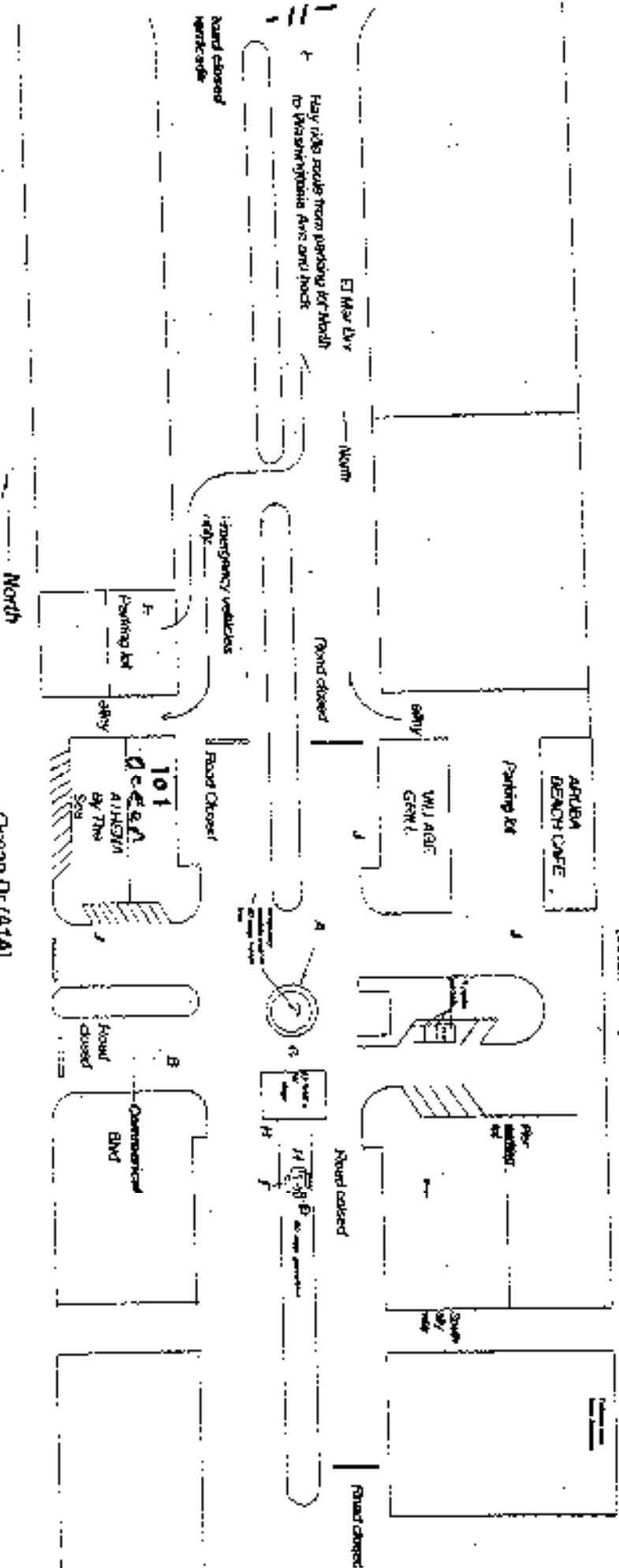


Parade
starts

Painted
Ends

ATLANTIC OCEAN

BEACH



Highway 1 to the Sea Don. Spacious Dr.

to Landings by the Sea (Chamber of Commerce)

12/4, Station To Station

25 lb. suitcase enclosed end of November

Private with Sea

60 sq ft (approx) to supply electricity for shops

2. New workshop (built by hand)

4. Skunkholes to outdoor (approx) (on Sand Storage)

1. 100 sq ft and in front of shops

From fishing company